



OFFICE OF INTERNATIONAL PROGRAMS
UTC FACULTY-LED PROGRAMS
STUDENT AGREEMENT & CANCELLATION POLICY

Participants in UTC Faculty-Led Programs are expected to maintain behavior consistent with the UTC Student Code of Conduct, academic performance consistent with UTC's usual standards, observe rules and laws of the locality in which the Program/Class occurs, behave in a manner that protects their safety and that of others in the group, and reflects positively on UTC as a member of the international educational community.

The University of Tennessee at Chattanooga considers all forms of UTC sponsored educational opportunities, which occur off the UTC campus, to be subject to the same standards of conduct and academic performance as opportunities that occur on campus. In addition, UTC recognizes that off campus learning opportunities may present unique circumstances, which may require greater diligence on the part of students to maintain behavioral and academic excellence. Consistent with this approach, UTC reserves the right to dismiss any participant from off-campus study for reasons of unacceptable behavior or academic performance at any time.

Because every faculty-led program experience is unique and because it is impossible to anticipate every unique situation that may occur, UTC reserves the right to dismiss any participant from off-campus study for any reason which may, in UTC's sole discretion, negatively impact UTC or the health, well-being or academic growth of participants. Such dismissal from off-campus study will be without refund of tuition or program fees. Return transportation, if applicable, will be at the student's expense. Behaviors that violate UTC's Student Code of Conduct will be reported to UTC's Office of Student Development and processed through the Student Conduct system.

There are some basic and inviolable rules of behavior related to every off-campus program or class, including:

1. Students must maintain an adequate standard of academic work in the program and behave responsibly in their living situation and on group excursions.
2. Students must comply with the UTC Student Code of Conduct and other applicable expectations as established by the university, the International Programs Office, and the faculty program leader(s).
3. For safety and security reasons, while participating in faculty-led programs/classes, students must refrain from political activity of any sort, e.g., joining political parties or unions, demonstrations, soliciting political material, or picketing. Avoid activities not covered by international health insurance policy.
4. Illegal drugs in any form are not tolerated. Students must recognize that laws and judicial processes around the world relating to drug use and possession may vary significantly from, and be far more stringent than, those in the United States. Students found using or possessing illegal drugs in any form are subject to immediate dismissal from the program and referral to UTC Student Conduct.
5. Violent behavior results in automatic dismissal from the program and referral to UTC Student Conduct.
6. Sexual behavior that is or could be disruptive to the program will result in dismissal from the program and may be referred to UTC Student Conduct.
7. Breaches of the local law are referred to and handled by the appropriate law enforcement authorities and referred to UTC Student Conduct.
8. Students assume any and all risks involved in faculty-led programs and the activities they pursue in their free time while on the program. Students remain subject, however, to the behavioral rules and standards identified in this Agreement even during free time while participating in faculty-led programs/classes. Students may not travel independently to nations on the State Department travel warning list, unless explicit and documented permission is provided.

(SIGNATURE REQUIRED – SEE NEXT PAGE)

APPLICATION AND NOTIFICATION STATUS

All applicants will be notified of their application status promptly following the application deadlines, via their UTC student email accounts. **The International Programs Office must be notified in writing of any withdrawal from a course or cancellation of an application.**

Accepted Applications: Applicants who are accepted for a position in a faculty-led program are required to register for the course, sign the Student Agreement and return it to the International Programs Office. A **\$175 non-refundable program deposit** will be required, payable to your student account, within 10 business days of signing the agreement and program fees being posted.

Not Accepted Applicants: A number of faculty-led programs are competitive. Those students who are not accepted will be encouraged to discuss alternative opportunities with a Study Abroad Advisor in the International Programs Office.

CANCELLATION AND REFUND POLICY

Cancellation of a program/course: The University of Tennessee at Chattanooga reserves the right to cancel a program/class at any time. Should circumstances require that UTC cancel a program/class, students will be notified immediately. The timing and cause of the cancellation will determine the exact amount of the refund; all efforts will be made for a full refund on behalf of the student.

Student withdrawal: All students enrolled in the course for which they have been accepted will be responsible for paying the program fee. The International Programs Office must be notified in writing of any withdrawal from a course or cancellation of an application, which will be dated upon receipt. **Students who withdraw after signing the Student Agreement will forfeit their non-refundable program deposit (\$175)** plus will be charged for any funds already expended on their behalf (airline tickets, entrance fees, housing deposits, etc.). Students withdrawing within 15 days of the program start date will be responsible for 100% of the program fee as billed to their student account.

Dismissal: Students who are dismissed from off-campus study because of unacceptable personal behavior and/or academic performance are responsible for all program fees and will not receive academic credit for the class.

INSURANCE CERTIFICATION

I understand that as a participant in an off-campus program I am required to have ISIC (International Student Identity Card) insurance coverage for the duration of the program. I understand that the cost for the ISIC card is covered by the International Fee I pay and that it is my responsibility to provide the International Programs Office with the information necessary to process and receive an ISIC card in a timely manner.

STUDENT'S AGREEMENT

As an applicant for the University of Tennessee at Chattanooga Faculty-Led Program indicated below, and in exchange for being given the opportunity to participate in UTC Off-Campus Study, I agree to the following:

1. I have read, understand and agree to the Student Agreement for Faculty-Led Programs. I understand and agree to the rules regarding my behavior and academic performance. I also understand that as a UTC student, I will be viewed as a representative of my country and my university. It is my intention to act as a good-will ambassador and conduct myself in a fitting manner. I agree to follow the terms of this Agreement, and I understand that violation of this Agreement could lead to dismissal from the program or class, and additional sanctions which could be imposed through UTC's Student Conduct System.
2. I understand that I am responsible for the entirety of the established program fee and that if I choose to not take part in a service provided by the program, that cost will not be reimbursed.
3. I have read the Cancellation & Refund Policy and agree to pay the program fee and understand my financial obligations in the event of withdrawal or dismissal from the program.
4. I authorize UTC to release details of my disciplinary record(s) to the International Programs Office.
5. I understand that as a participant, I am required have a valid ISIC insurance card for the duration of Off-Campus Study.
6. I understand that if I cancel my participation, I am responsible for all cancellation fees incurred.

Student Signature _____ Date _____

Printed Name: _____

Name of Course/Faculty Leader: _____

Term and/or Program Dates: _____

Payment Timeline

\$175 Program Deposit/Intl Admin Fee – by signing this Student Agreement, you commit to this non-refundable deposit
Program Fee – due no later than 30 days from the program start date

Students using financial aid for program fees can discuss adjusted payment timeline with International Programs Office

**All fees (including deposit) will be posted to UTC student accounts
Payments are to be made directly to UTC student accounts**